



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LEGISLATIVE SECURITY SPECIALIST LT

Job Number: 20000682

Job Code: 23260V000101

Job Group: 2300 - POLICE PROTECTION

Job Established: 12/16/2001

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises all Legislative Security Specialist personnel. Provides protection and security for the personnel, property and facilities of the General Assembly and the Legislative Research Commission. Makes arrests for unlawful activity; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have six years experience as a sworn police officer.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be a certified peace officer pursuant to KRS 15 and 503 KAR 1:140. For additional information please refer to: <http://www.lrc.state.ky.us/KRS/015-00/382.PDF> Employees in this job title are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises personnel in the rank of Legislative Security Specialist; makes work schedules for personnel and ensures proper assignments are made; completes and ensures timely submission of all required reports; ensures certification and other training requirements remain current. Provides security and law enforcement services for the personnel, property and facilities of the General Assembly and the Legislative Research Commission, including any location legislative proceeding are held. Provides security and law enforcement duties to protect against intrusion, unlawful entry, larceny, vandalism, abuse, intermeddling, trespass, fire and other hazards. Arrests suspects for unlawful activity. Responds to burglar/intrusion alarms at the Capitol Annex. Investigates all suspicious or illegal activities. Receives and directs individuals to proper areas. Attends law enforcement and security training. Prepares and maintains appropriate reports and logbooks according to defined operating procedure.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title may be required to apply physical force in apprehending suspects, as well as any other hazards associate with law enforcement. Extensive walking may be required to maintain security.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.